



UNIVERSITY OF
SOUTH DAKOTA
SANFORD SCHOOL OF MEDICINE

FAMILY AND MEDICAL LEAVE (FML)

To support resident/fellow well-being during a qualifying event, six weeks of leave are offered one time during training without the need for a program extension. Recognizing that normal paid leave does not fully cover time away, two weeks of additional paid leave will be offered and must be taken at the commencement of the leave. Paid leave is to be used before moving to leave without pay status with the exception that 5 days of vacation or PDO may be preserved upon request of the resident/fellow (per ACGME guidelines). Resident/fellow benefits remain in effect when a resident/fellow is on an approved FML.

FML follows the Family Medical Leave Act that provides residents/fellows with 480 hours (12 weeks) of job-protected leave for certain qualifying events. The following are different situations that that would be considered a qualifying event:

1. Birth, adoption or fostering of a child
2. Personal serious health condition
3. Provide care for an immediate family member
4. Military exigency involving self or immediate family member

Workflow

- 1) Resident/fellow notifies GME HR/Payroll Specialist or their program coordinator (administration) as soon as possible of any of the above qualifying events.
- 2) Program coordinator (administration) provides written communications (email) to the GME HR/Payroll Specialist of possible qualifying FML event.
- 3) The GME HR/Payroll Specialist works with resident/fellow to obtain the necessary paperwork to finalize the terms of the leave.
- 4) The GME HR/Payroll Specialist communicates to the program coordinator (administration) and GME Dean the anticipated leave plan.
 - a. Program coordinator arranges academic plan and rotation schedule
 - b. Dean will provide further guidance if needed, especially in cases where leave without pay occurs, necessitating an extension of training.
- 5) Coordinator communicates finalized academic plan to GME HR/Payroll Specialist. The GME HR/Payroll Specialist will generate leave slips for the duration of the approved leave.

Any changes to approved plan must be amended by the GME HR/Payroll Specialist and communicated to the coordinator and Dean of GME.

Adopted Date: 1997

Revised Date(s): 2013, 2016, 2018, 2021, 2022

Latest Renewal Date: 2023